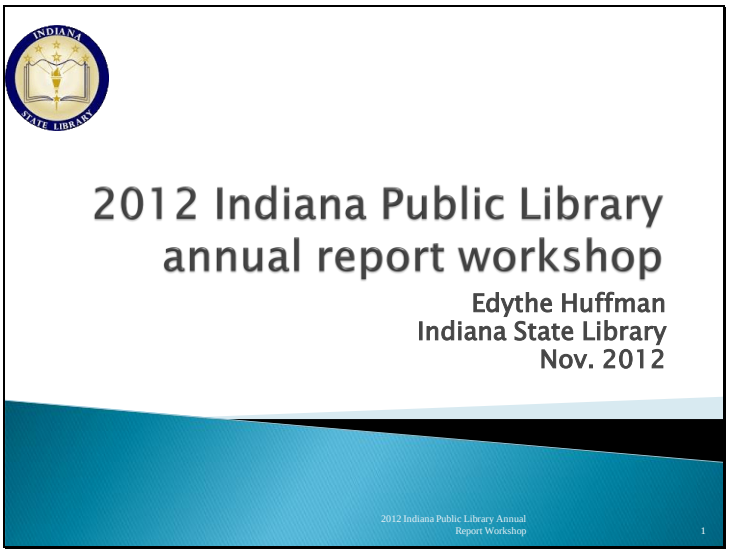
Slide 1


2012 Indiana Public Library annual report workshop
Edythe Huffman
Indiana State Library
Nov. 2012
2012 Indiana Public Library Annual Report Workshop
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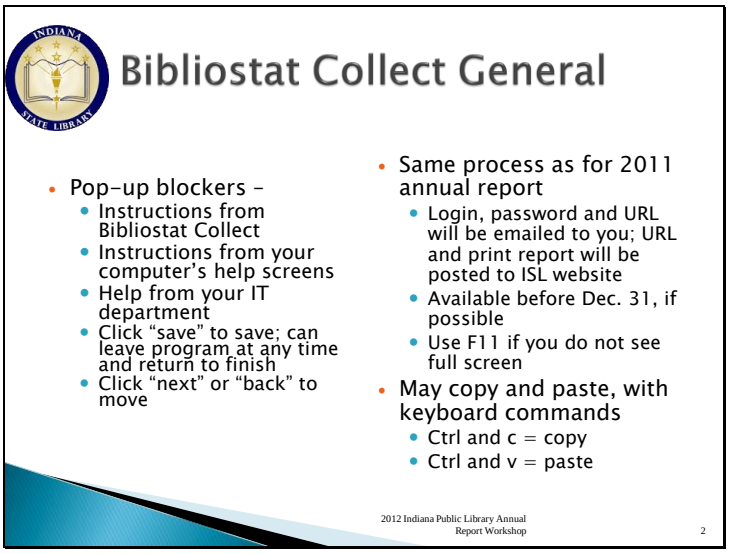
Slide 2


Bibliostat Collect General
Pop-up blockers –
Instructions from Bibliostat Collect
Instructions from your computer's help screens
Help from your IT department
Click "save" to save; can leave program at any time and return to finish
Click "next" or "back" to move
Same process as for 2011 annual report
Login, password and URL will be emailed to you; URL and print report will be posted to ISL website
Available before Dec. 31, if possible
Use F11 if you do not see full screen
May copy and paste, with keyboard commands
Ctrl and c = copy
Ctrl and v = paste
2012 Indiana Public Library Annual Report Workshop
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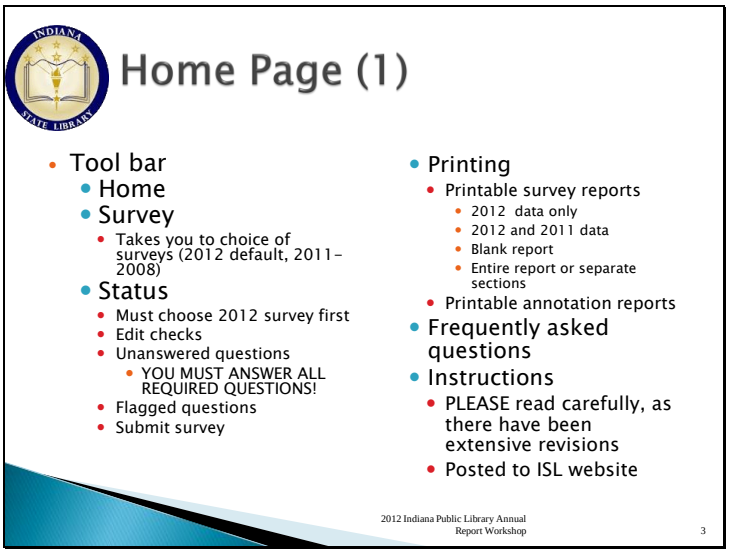
Slide 3


Home Page (1)
Tool bar
Home
Survey
Takes you to choice of surveys (2012 default, 2011-2008)
Status
Must choose 2012 survey first
Edit checks
Unanswered questions
YOU MUST ANSWER ALL REQUIRED QUESTIONS!
Flagged questions
Submit survey
Printing
Printable survey reports
2012 data only
2012 and 2011 data
Blank report
Entire report or separate sections
Printable annotation reports
Frequently asked questions
Instructions
PLEASE read carefully, as there have been extensive revisions
Posted to ISL website
2012 Indiana Public Library Annual Report Workshop
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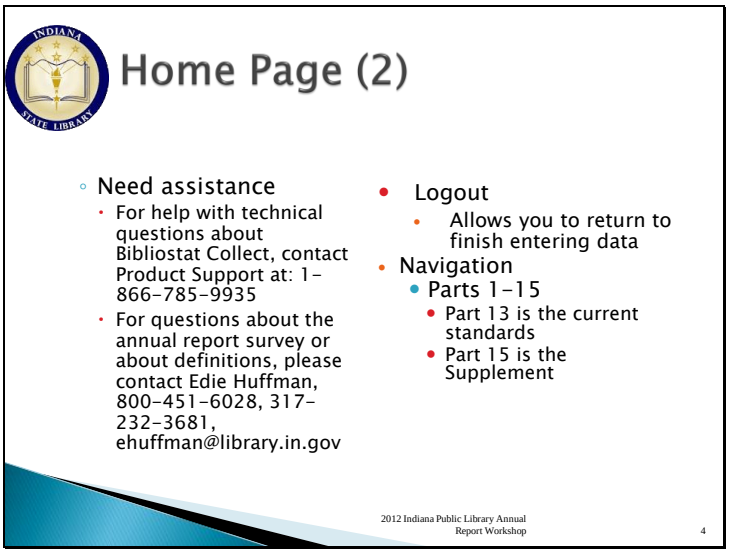
Slide 4


Home Page (2)
Need assistance
For help with technical questions about Bibliostat Collect, contact Product Support at: 1-866-785-9935
For questions about the annual report survey or about definitions, please contact Edie Huffman, 800-451-6028, 317-232-3681, ehuffman@library.in.gov
Logout
Allows you to return to finish entering data
Navigation
Parts 1-15
Part 13 is the current standards
Part 15 is the Supplement
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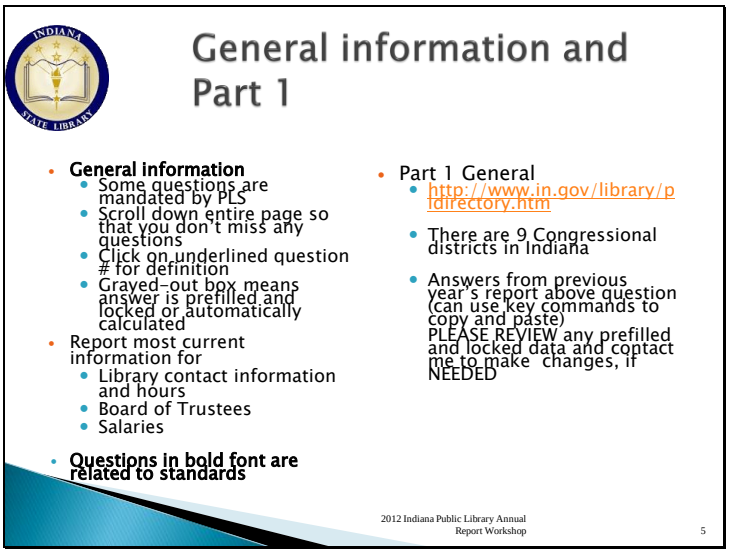
Slide 5


General information and Part 1
General information
Some questions are mandated by PLS
Scroll down entire page so that you don't miss any questions
Click on underlined question # for definition
Grayed-out box means answer is prefilled and locked or automatically calculated
Report most current information for
Library contact information and hours
Board of Trustees
Salaries
Questions in bold font are related to standards
Part 1 General
http://www.in.gov/library/pldirectory.htm
There are 9 Congressional districts in Indiana
Answers from previous year's report above question (can use key commands to copy and paste) PLEASE REVIEW any prefilled and locked data and contact me to make changes, if NEEDED
2012 Indiana Public Library Annual Report Workshop
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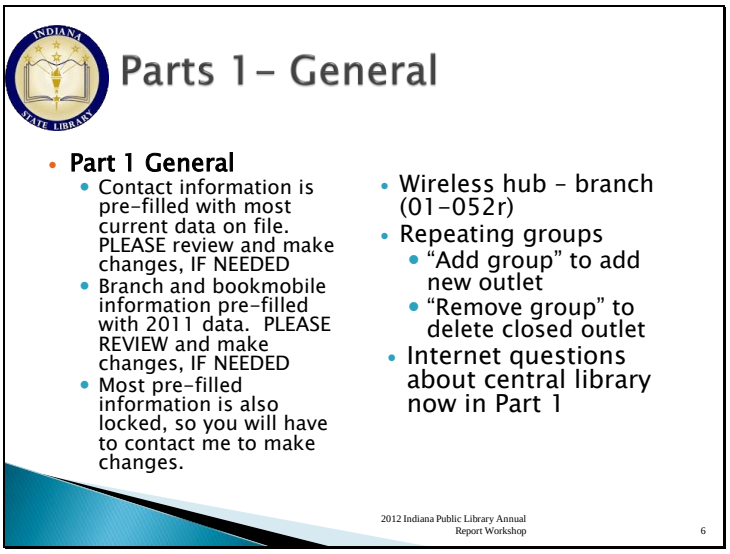
Slide 6


Parts 1 – General
Part 1 General
Contact information is pre-filled with most current data on file. PLEASE review and make changes, IF NEEDED
Branch and bookmobile information pre-filled with 2011 data. PLEASE REVIEW and make changes, IF NEEDED
Most pre-filled information is also locked, so you will have to contact me to make changes.
Wireless hub – branch (01-052r)
Repeating groups
"Add group" to add new outlet
"Remove group" to delete closed outlet
Internet questions about central library now in Part 1
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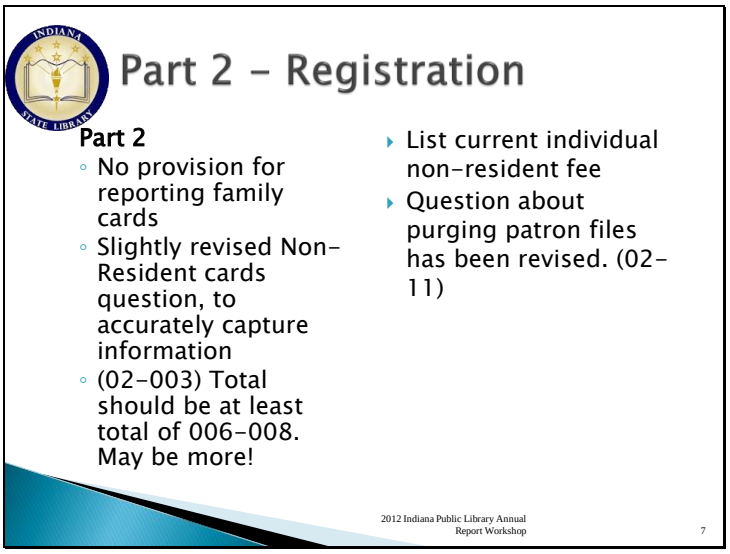
Slide 7


Part 2 – Registration
Part 2
No provision for reporting family cards
Slightly revised Non-Resident cards question, to accurately capture information
(02-003) Total should be at least total of 006-008. May be more!
List current individual non-resident fee
Question about purging patron files has been revised. (02-11)
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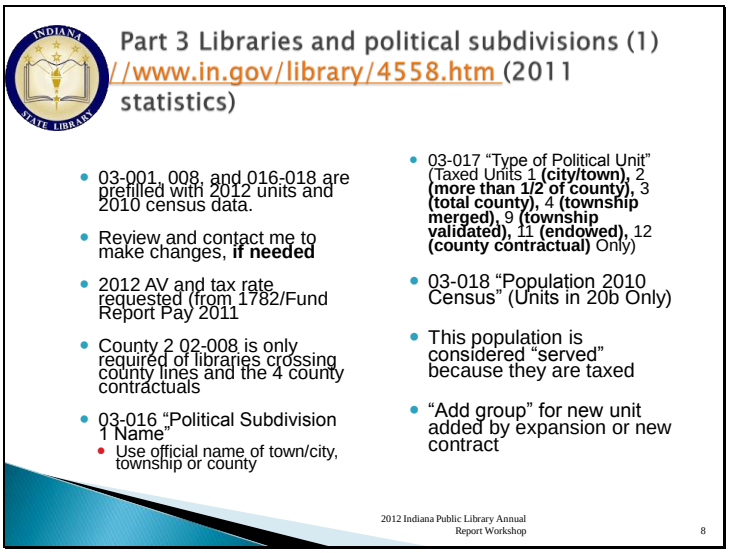
Slide 8


Part 3 Libraries and political subdivisions (1)
//www.in.gov/library/4558.htm (2011 statistics)
03-001, 008, and 016-018 are prefilled with 2012 units and 2010 census data.
Review and contact me to make changes, if needed
2012 AV and tax rate requested (from 1782/Fund Report Pay 2011
County 2 02-008 is only required of libraries crossing county lines and the 4 county contractuals
03-016 "Political Subdivision 1 Name"
Use official name of town/city, township or county
03-017 "Type of Political Unit" (Taxed Units 1 (city/town), 2 (more than 1/2 of county), 3 (total county), 4 (township merged), 9 (township validated), 11 (endowed), 12 (county contractual) Only)
03-018 "Population 2010 Census" (Units in 20b Only)
This population is considered "served" because they are taxed
"Add group" for new unit added by expansion or new contract
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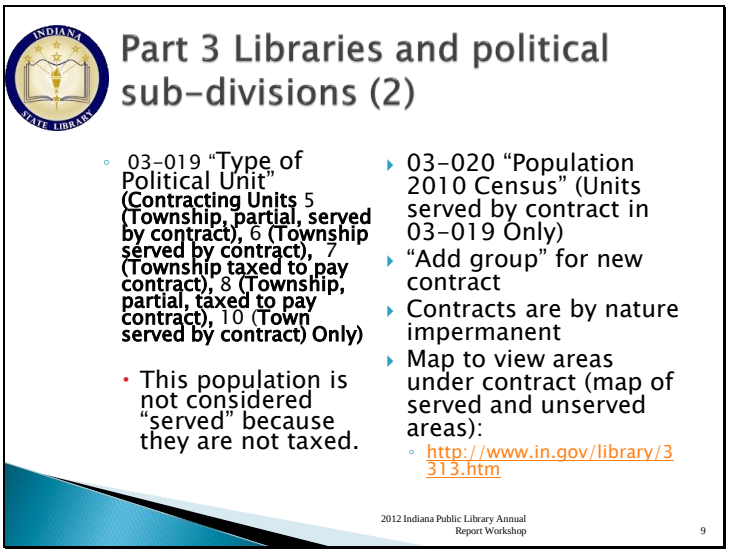
Slide 9


Part 3 Libraries and political sub-divisions (2)
03-019 "Type of Political Unit" (Contracting Units 5 (Township, partial, served by contract), 6 (Township served by contract), 7 (Township taxed to pay contract), 8 (Township, partial, taxed to pay contract), 10 (Town served by contract) Only)
This population is not considered "served" because they are not taxed.
03-020 "Population 2010 Census" (Units served by contract in 03-019 Only)
"Add group" for new contract
Contracts are by nature impermanent
Map to view areas under contract (map of served and unserved areas):
http://www.in.gov/library/3313.htm
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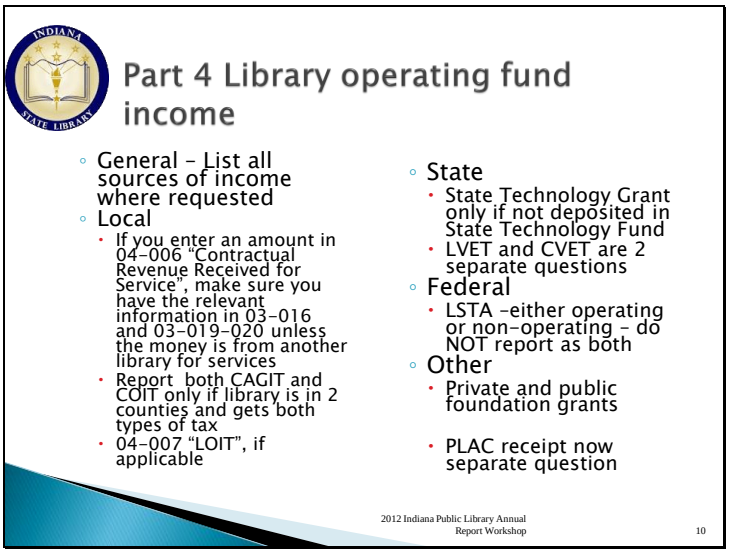
Slide 10


Part 4 Library operating fund income
General – List all sources of income where requested
Local
If you enter an amount in 04-006 "Contractual Revenue Received for Service", make sure you have the relevant information in 03-016 and 03-019-020 unless the money is from another library for services
Report both CAGIT and COIT only if library is in 2 counties and gets both types of tax
04-007 "LOIT", if applicable
State
State Technology Grant only if not deposited in State Technology Fund
LVET and CVET are 2 separate questions
Federal
LSTA –either operating or non-operating – do NOT report as both
Other
Private and public foundation grants
PLAC receipt now separate question
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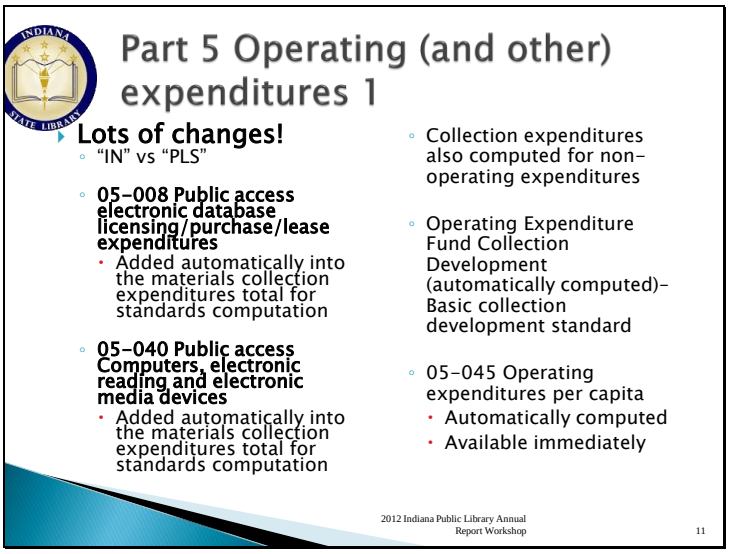
Slide 11


Part 5 Operating (and other) expenditures 1
Lots of changes!
"IN" vs "PLS"
05-008 Public access electronic database licensing/purchase/lease expenditures
Added automatically into the materials collection expenditures total for standards computation
05-040 Public access Computers, electronic reading and electronic media devices
Added automatically into the materials collection expenditures total for standards computation
Collection expenditures also computed for non-operating expenditures
Operating Expenditure Fund Collection Development (automatically computed)- Basic collection development standard
05-045 Operating expenditures per capita
Automatically computed
Available immediately
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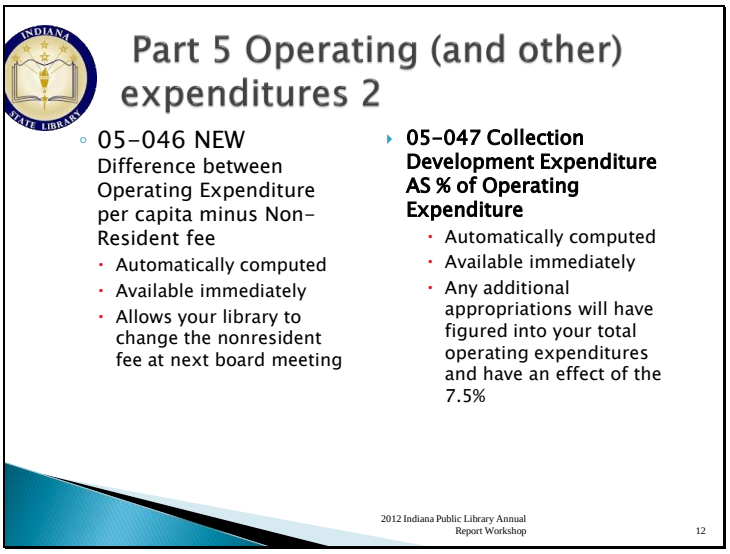
Slide 12


Part 5 Operating (and other) expenditures 2
05-046 NEW
Difference between Operating Expenditure per capita minus Non-Resident fee
Automatically computed
Available immediately
Allows your library to change the nonresident fee at next board meeting
05-047 Collection Development Expenditure AS % of Operating Expenditure
Automatically computed
Available immediately
Any additional appropriations will have figured into your total operating expenditures and have an effect of the 7.5%
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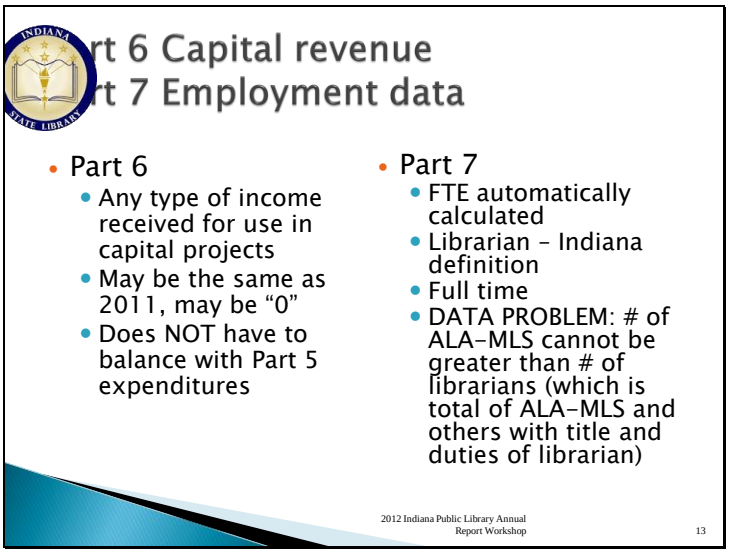
Slide 13


rt 6 Capital revenue
rt 7 Employment data
Part 6
Any type of income received for use in capital projects
May be the same as 2011, may be "0"
Does NOT have to balance with Part 5 expenditures
Part 7
FTE automatically calculated
Librarian – Indiana definition
Full time
DATA PROBLEM: # of ALA-MLS cannot be greater than # of librarians (which is total of ALA-MLS and others with title and duties of librarian)
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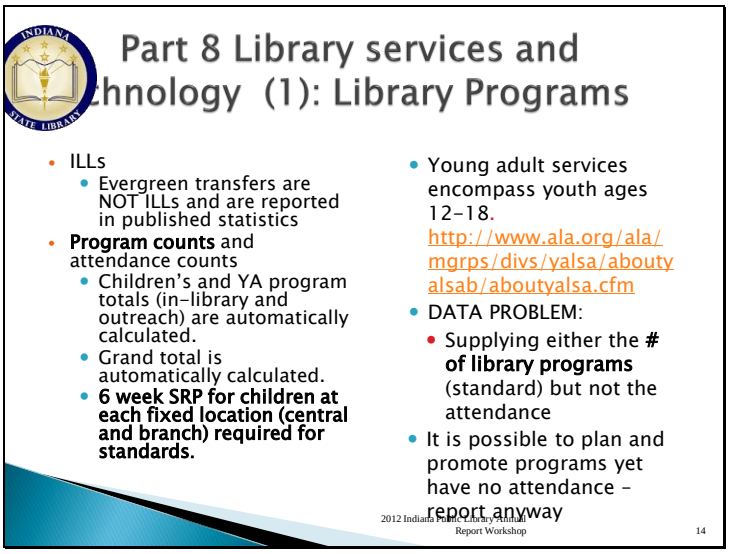
Slide 14


Part 8 Library services and
hnology (1): Library Programs
ILLs
Evergreen transfers are NOT ILLs and are reported in published statistics
Program counts and attendance counts
Children's and YA program totals (in-library and outreach) are automatically calculated.
Grand total is automatically calculated.
6 week SRP for children at each fixed location (central and branch) required for standards.
Young adult services encompass youth ages 12-18. http://www.ala.org/ala/mgrps/divs/yalsa/aboutyalsab/aboutyalsa.cfm
DATA PROBLEM:
Supplying either the # of library programs (standard) but not the attendance
It is possible to plan and promote programs yet have no attendance - report anyway
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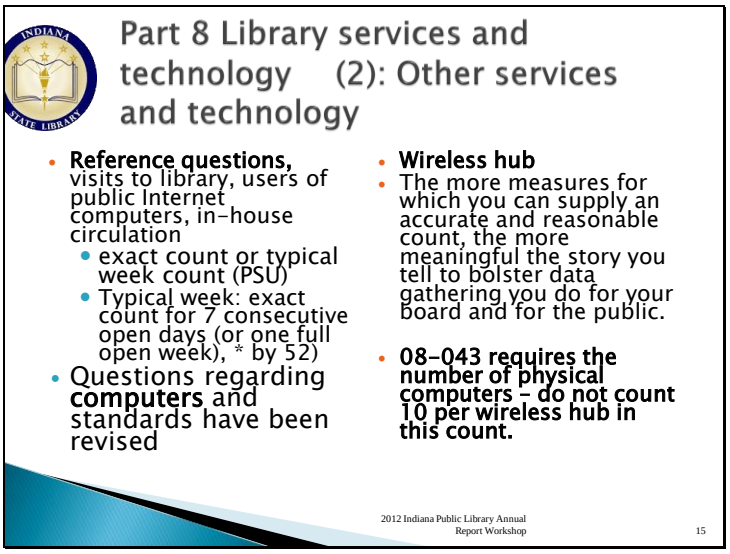
Slide 15


Part 8 Library services and technology (2): Other services and technology
Reference questions, visits to library, users of public Internet computers, in-house circulation
exact count or typical week count (PSU)
Typical week: exact count for 7 consecutive open days (or one full open week), * by 52)
Questions regarding computers and standards have been revised
Wireless hub
The more measures for which you can supply an accurate and reasonable count, the more meaningful the story you tell to bolster data gathering you do for your board and for the public.
08-043 requires the number of physical computers – do not count 10 per wireless hub in this count.
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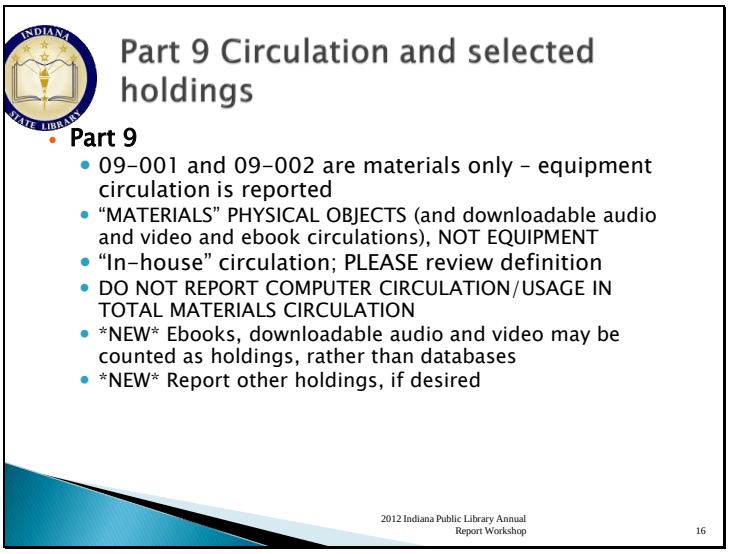
Slide 16


Part 9 Circulation and selected holdings
Part 9
09-001 and 09-002 are materials only – equipment circulation is reported
"MATERIALS" PHYSICAL OBJECTS (and downloadable audio and video and ebook circulations), NOT EQUIPMENT
"In-house" circulation; PLEASE review definition
DO NOT REPORT COMPUTER CIRCULATION/USAGE IN TOTAL MATERIALS CIRCULATION
NEW Ebooks, downloadable audio and video may be counted as holdings, rather than databases
NEW Report other holdings, if desired
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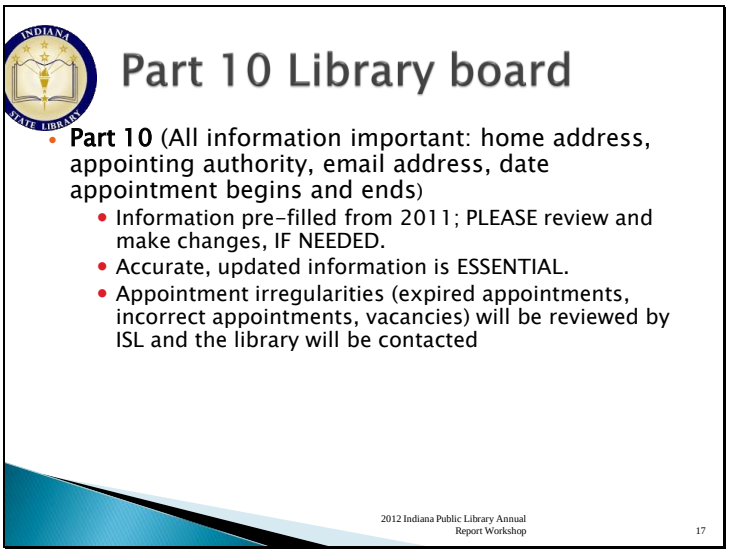
Slide 17


Part 10 Library board
Part 10 (All information important: home address, appointing authority, email address, date appointment begins and ends)
Information pre-filled from 2011; PLEASE review and make changes, IF NEEDED.
Accurate, updated information is ESSENTIAL.
Appointment irregularities (expired appointments, incorrect appointments, vacancies) will be reviewed by ISL and the library will be contacted
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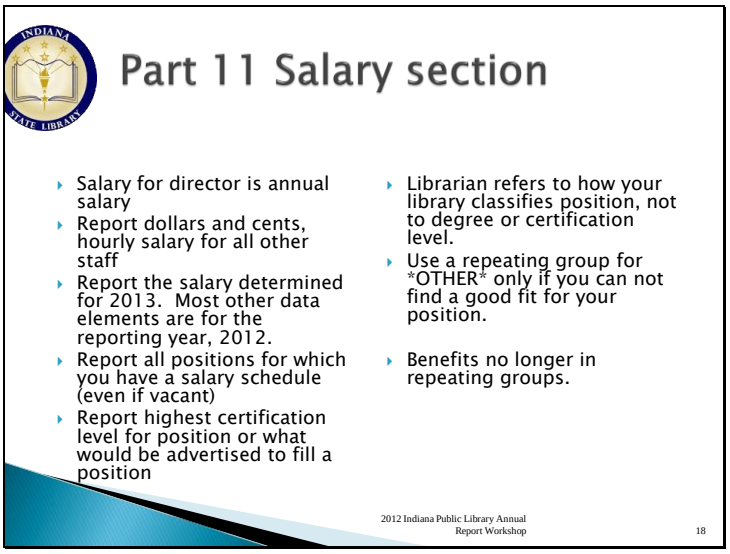
Slide 18


Part 11 Salary section
Salary for director is annual salary
Report dollars and cents, hourly salary for all other staff
Report the salary determined for 2013. Most other data elements are for the reporting year, 2012.
Report all positions for which you have a salary schedule (even if vacant)
Report highest certification level for position or what would be advertised to fill a position
Librarian refers to how your library classifies position, not to degree or certification level.
Use a repeating group for *OTHER* only if you can not find a good fit for your position.
Benefits no longer in repeating groups.
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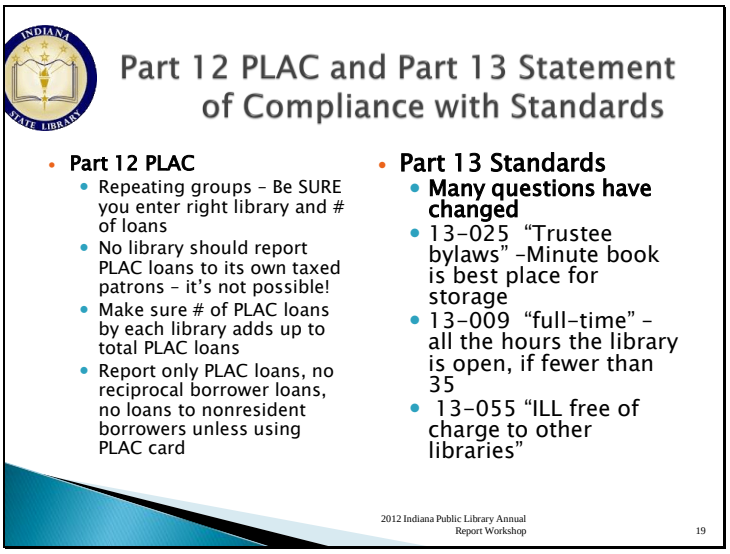
Part 12 PLAC and Part 13 Statement of Compliance with Standards
Part 12 PLAC
Repeating groups – Be SURE you enter right library and # of loans
No library should report PLAC loans to its own taxed patrons – it's not possible!
Make sure # of PLAC loans by each library adds up to total PLAC loans
Report only PLAC loans, no reciprocal borrower loans, no loans to nonresident borrowers unless using PLAC card
Part 13 Standards
Many questions have changed
13-025 "Trustee bylaws" –Minute book is best place for storage
13-009 "full-time" – all the hours the library is open, if fewer than 35
13-055 "ILL free of charge to other libraries"
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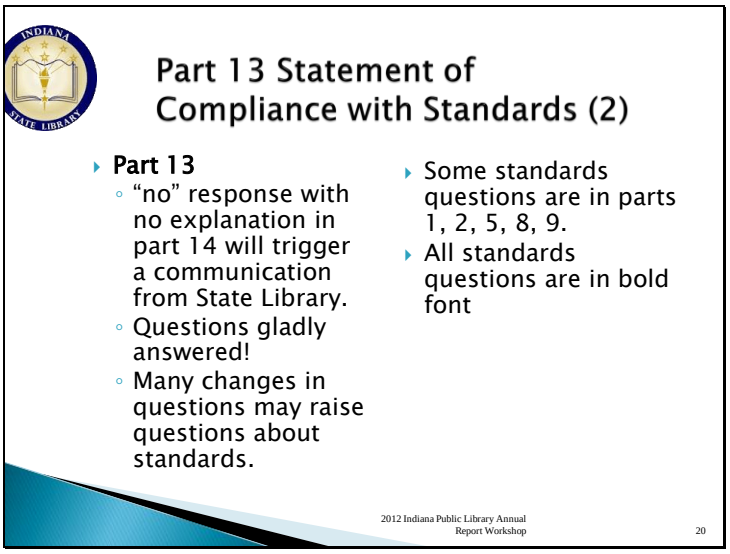
Slide 20


Part 13 Statement of Compliance with Standards (2)
Part 13
"no" response with no explanation in part 14 will trigger a communication from State Library.
Questions gladly answered!
Many changes in questions may raise questions about standards.
Some standards questions are in parts 1, 2, 5, 8, 9.
All standards questions are in bold font
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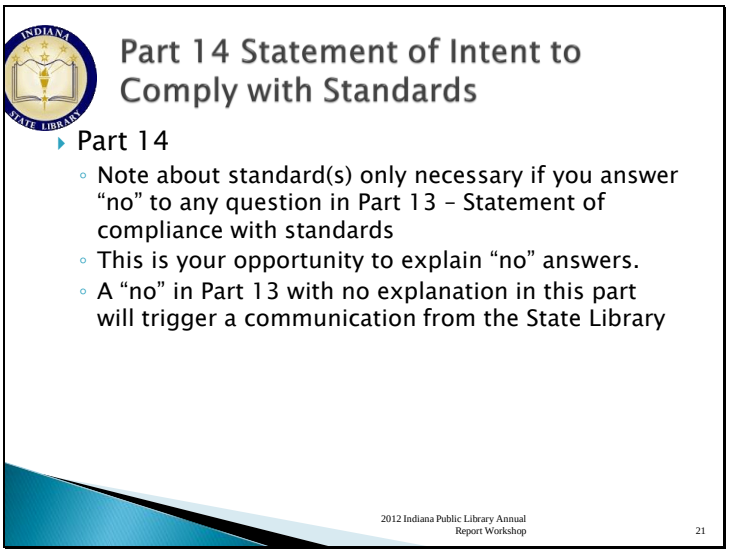
Slide 21


Part 14 Statement of Intent to Comply with Standards
Part 14
Note about standard(s) only necessary if you answer "no" to any question in Part 13 – Statement of compliance with standards
This is your opportunity to explain "no" answers.
A "no" in Part 13 with no explanation in this part will trigger a communication from the State Library
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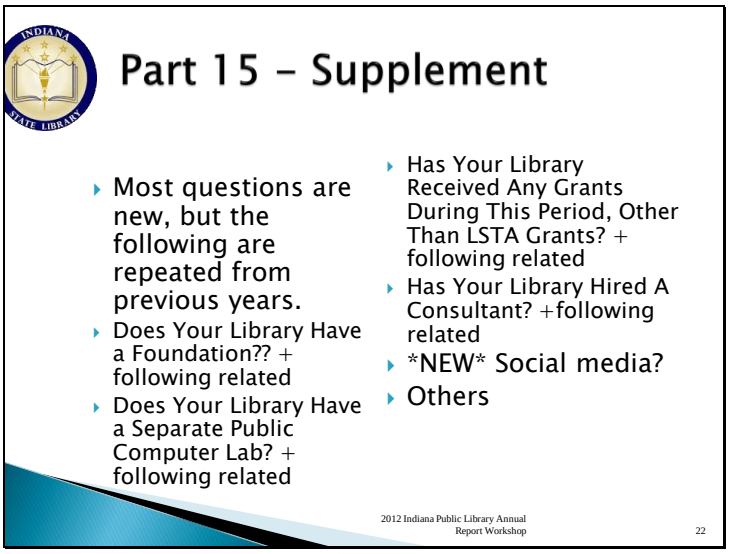
Slide 22


Part 15 – Supplement
Most questions are new, but the following are repeated from previous years.
Does Your Library Have a Foundation?? + following related
Does Your Library Have a Separate Public Computer Lab? + following related
Has Your Library Received Any Grants During This Period, Other Than LSTA Grants? + following related
Has Your Library Hired A Consultant? +following related
NEW Social media?
Others
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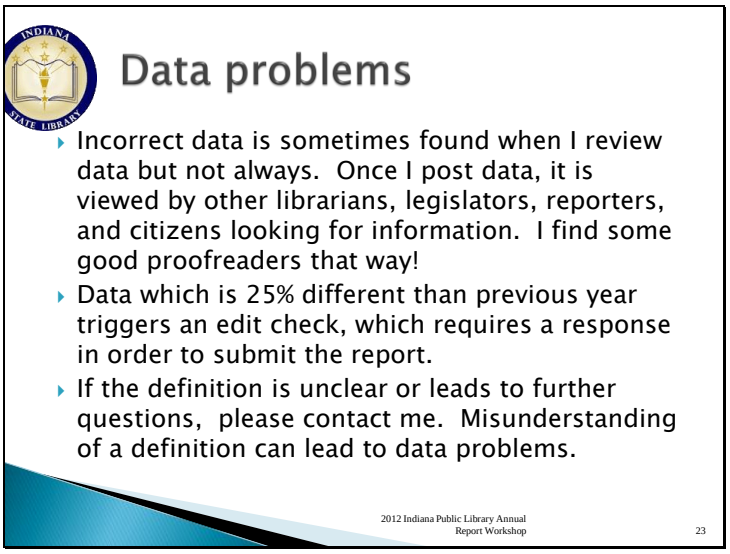
Slide 23


Data problems
Incorrect data is sometimes found when I review data but not always. Once I post data, it is viewed by other librarians, legislators, reporters, and citizens looking for information. I find some good proofreaders that way!
Data which is 25% different than previous year triggers an edit check, which requires a response in order to submit the report.
If the definition is unclear or leads to further questions, please contact me. Misunderstanding of a definition can lead to data problems.
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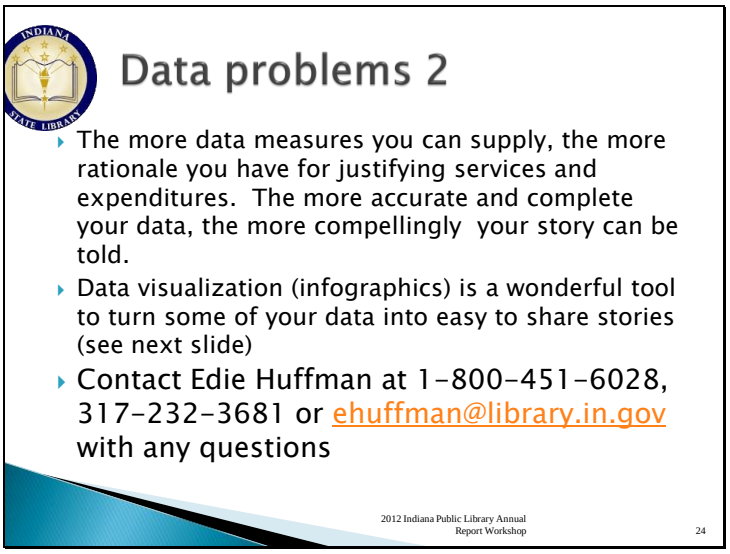
Data problems 2
The more data measures you can supply, the more rationale you have for justifying services and expenditures. The more accurate and complete your data, the more compellingly your story can be told.
Data visualization (infographics) is a wonderful tool to turn some of your data into easy to share stories (see next slide)
Contact Edie Huffman at 1-800-451-6028, 317-232-3681 or ehuffman@library.in.gov with any questions
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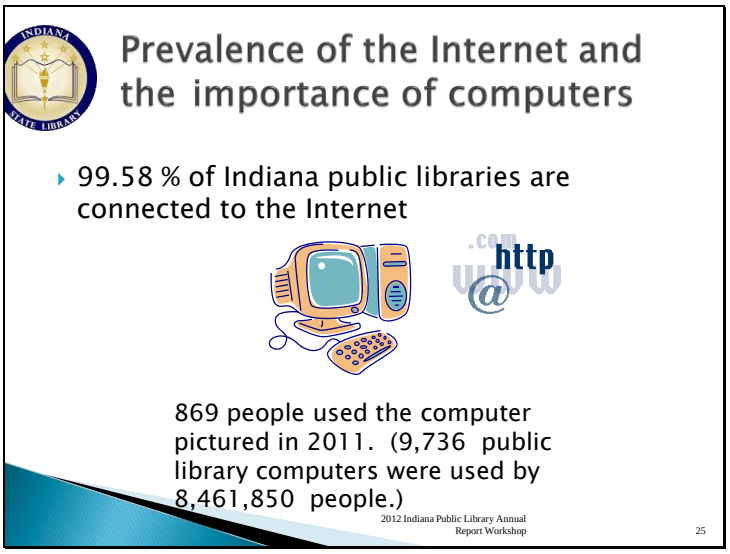
Slide 25


Prevalence of the Internet and the importance of computers
99.58 % of Indiana public libraries are connected to the Internet
http
869 people used the computer pictured in 2011. (9,736 public library computers were used by 8,461,850 people.)
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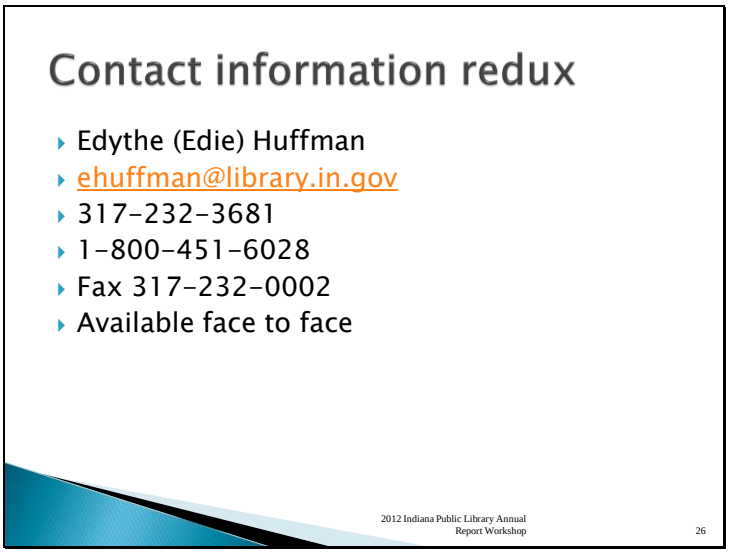
Slide 26


Contact information redux
Edythe (Edie) Huffman
ehuffman@library.in.gov
317-232-3681
1-800-451-6028
Fax 317-232-0002
Available face to face
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